

Frequently Asked Questions

1. Where can I find an Affidavit for Lawful Presence Verification Form?

We have provided the appropriate form printed with your facility information by e-mail. If you need assistance or another form, you may contact CCSAffidavit@dec.al.ga.gov or contact your licensing consultant. Consultants' phone numbers are listed on the Bright from the Start website at <http://www.dec.al.ga.gov/BftS/ContactList.aspx?programId=3&CCS=1>. You may also call the main office number, 404-657-5562.

2. Why do I have to complete this requirement?

Effective January 1, 2012, the Illegal Immigration Reform and Enforcement Act of 2011 requires that applicants for a license, registration, or renewal provide proof of lawful presence in the United States before receiving any public benefit. The law further defines the issuance of a license or registration as a public benefit. Therefore, in compliance with the law, Bright from the Start requires that you submit a completed and notarized affidavit and a copy of a secure and verifiable document. **You cannot pay your license fee or receive your 2013 license until these documents are received, verified and added to your record.**

3. What qualifies as a "secure and verifiable document"?

Only the documents approved by the Office of the Attorney General of Georgia are acceptable for processing. The most common copies of "secure and verifiable documents" are:

- U.S. issued passport or passport card
- U.S. military ID
- U.S. issued driver's license

An entire list of acceptable documents can be found below.

4. Am I required to send an original document of one of the "secure and verifiable documents" on the Attorney General's list?

No, a photocopy of the document (front and back, if there is anything on the back of the document) is acceptable.

5. Where do I send the two documents required for Verification of Lawful Presence?

The notarized affidavit *and* secure and verifiable document may be faxed to 404-463-7262 or scanned and e-mailed to ccsaffidavit@dec.al.ga.gov or mailed to:

Bright from the Start
Georgia Department of Early Care and Learning
Attention: CCS Affidavits
2 Martin Luther King Jr. Drive SE, 670 East Tower
Atlanta, Georgia 30334

Return by fax or e-mail is preferred and will allow the shortest processing time.

Please return only the one page affidavit form and the copy of your secure and verifiable document and not the FAQs or the list of acceptable documents.

6. What should I do if the owner listed on the affidavit form is incorrect?

The ownership information printed on the affidavit is the information we have on file for this facility. If this information is incorrect, please contact your licensing consultant immediately.

7. Can the Verification of Lawful Presence form be notarized by a notary outside of Georgia?

Yes. The notary will list the appropriate state in the space provided.

8. Can the Verification of Lawful Presence form be submitted with the notary's stamp or seal or is one or the other required?

Either the stamp or the seal may be used to notarize the affidavit form. A form without a stamp or a seal will be returned.

9. I already sent these forms to another department or division. Do I have to submit them again?

Yes, the law requires the department to obtain the forms for each benefit that will be issued.